

# Eagle Wings Preschool

## Parent Handbook

2022-2023

You give your children roots. We help them to fly.

**EAGLE WINGS PRESCHOOL est. 2000**  
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**Portable B**  
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Dear Parents/Guardians:

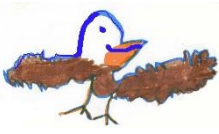
Welcome to Eagle Wings Preschool. Eagle Wings is a branch of the Chemainus Crofton Community Schools' Association and is licensed under the Island Health Authority.

Our staff look forward to getting to know you and your child. This handbook provides you with information so you may get to know us.

We are honored that you have entrusted Eagle Wings Preschool to help with the responsibility of raising and teaching your child.

*We will have a wonderful year together!*

Sincerely,  
Your Preschool and CCSA Staff



### **SAFETY**

- We follow the rules and regulations of our licensing body, as outlined in the Community Care and Living Act, a division of the Ministry of Health, designed to keep your children safe. Due to the recent COVID-19 pandemic, additional health practices are put in place.

### **CHILD DEVELOPMENT**

- Our preschool program offers opportunities in 5 areas of child development. These are: emotional maturity (expressing self and feelings, sense of responsibility), social competence (which includes a sense of belonging and behaving in a group, understanding others), language and cognitive development (addressing literacy and numeracy milestones and general knowledge), physical health and well-being, (managing motor skills, fitness and nutrition awareness) and communication skills (oral speech, comprehension).
- We believe Eagle Wings offers the security children need. It introduces children to a scheduled routine, transitions, interaction with peers, directed activities and self-directed centers with a variety of materials; all within the classroom setting. Free play, circle time, snack, and gym time... activities follow a rhythm a young child can easily learn, follow and predict. The combination of nurturing and independence in preschool help your child prepare for the kindergarten program. Self-help skills are practiced and responsibility is modeled with actions such as putting on/taking off your own shoes and taking care of your own water bottle. By arriving on schedule your child will be able to carry out these duties independently without rushing.
- A powerful lesson Eagle Wings teaches is a social one: "I am part of a community of my peers and we are all equally important!"

### **CURRICULUM**

- Eagle Wings is a nature- based, learn - through - play, preschool program.
- Our goal is to provide a positive learning environment and to support a child's natural curiosity and love of learning
- Our curriculum uses the areas of learning from the BC Early Learning Framework. These include Well-being and Belonging, Exploration and Creativity, Languages and Literacies, and Social Responsibility and Diversity.
- Active play is encouraged both outside and in the school gym when it is available.
- Reggio Emilia inspires involvement with our natural environment and creative explorations.
- Adaptations from Montessori help us encourage life skills, such as pouring your own water, putting away your own jacket or tidying your toys.

- Our teachers stay up-to-date with professional developments in ECE.
- At this age, children's learning happens while they are playing. New learning, even with previously experienced activities and materials, occurs as they mature.
- No daily screen time is permitted in compliance with Licensing Regulations. A computer may be used for research (example the name of a bug) but this is rare.
- Our philosophy is based on child-initiated learning, and child-directed play. This addresses the nature of young children who are spontaneous learners, have shorter attention spans, are experiencing rapid brain growth, and are taking in large quantities of new information.

## **ROLE OF TEACHERS**

- The philosophy of Reggio Emilia influences our teaching style.
- A preschool teacher's role is to observe, to monitor, to ask questions, sometimes to record (pedagogical), sometimes to suggest, to prepare opportunities and to interact.
- We intervene for safety, and encourage the children to develop their own social dynamic.
- We encourage and model common social courtesies, customs and practices as part of our life skills program.
- Eagle Wings teachers learn about your child; their interests, their developmental levels, and their learning styles.
- The teachers interact with all the children as a group *and* as individuals, and build relationships with each child.

## **COMMUNICATION**

- We love to hear from you! Email or phone please.
- If there is an issue you wish to talk about please let us know BEFORE it becomes a problem!
- We want to hear when your child is being affected by something such as a bad sleep or excitement over a visit from Grandma. It's best if we are all aware of what is going on for the child!
- Feel free to mention a concern quickly when you drop your child off or pick him/her up. For a longer chat, try a phone conversation or make an appointment with the teachers.





### **PRESCHOOL READINESS**

- Preschool is for children who are 3 to 5 years of age.
- It is best if children are completely toilet trained. Personal care, such as wiping bottoms, is not done by preschool staff. Accidents do happen and will be attended to.
- Self-help skills are important steps in growing up. In preschool children practice and learn skills such as taking off and putting on shoes and jackets.

### **ORIENTATION and GRADUAL ENTRY**

- The preschool year starts gradually.
- Children first attend a Meet and Greet with a parent. This is a short visit to see the space and discuss all the fun that will happen. This is a time for parents to ask questions.
- Next children attend by themselves in a small group with half their class and experience a whole preschool day.
- After that, the entire class attends together.

### **START UP and SPECIAL DAYS**

- Crying at first separation is common. It is best for the children if parents say goodbye once, then leave quickly to come back at the end of the day as promised. Children learn they can cope and that they can count on their adults.
- Your preschool teachers will support your child and manage tears in an appropriate and caring manner.
- We acknowledge birthdays in our own special way, but without treats, thank you.
- Notices of special celebrations or events will be sent home on a printed newsletter and through email.

### **PARKING**

- Parking is a challenge at Chemainus Elementary Community School.
- Please park on Old Victoria Road or Garner Street, near our portables.
- The school parking lot is for buses and staff only.
- The Child Care Centre parking lot is not open.



### **SIGN IN and OUT PROCEDURE**

- Sign in and sign out will be completed by one of our preschool team members.
- It is a licensing requirement to have children signed in and out of preschool.
- Our preschool cubby area is a small space. If you choose to assist your preschooler with their back pack during drop off, you may be required to wait outside in order to avoid a busy and congested cubby zone.
- Preschool children will be encouraged to enter their class and hang their school items in their cubby area independently.
- A teacher inside the building takes the children to our outside play area.
- If the child has a transitional item such as a stuffie it stays inside the back pack.
- Other toys or possessions stay home.
- Please notify us immediately if you are going to be late to drop off or pick up, or if your child will be absent.
- There are severe licensing protocols for late pick up, including fines and calling emergency services.
- Children will be ready to leave at the end of program assisted by your preschool team. Please wait outside and we will dismiss your child when we see you have arrived to pick them up.

### **AUTHORIZATION TO PICK UP**

- Anyone who picks up your child must be on the authorization section of the registration form.
- If you would like someone else to pick up your child they will need written permission from you; the parent, and photo identification.
- A written note with names printed, your signature and a date will work
- Without this, the child must remain with the staff until an authorized adult arrives.



### DAYS AND HOURS OF OPERATION

- Our program runs Monday through Friday. Parents/guardians can sign their child up for either the T/TH (2 days a week) or the M/W/F (3 days a week). We have room for a very small group of full day children for this year only. Eagle Wings is closed on SOME, but not all, SD 79 Non-Instructional Days. Please check your Eagle Wings calendar.
- Eagle Wings is open at its regular time on SD 79 Early Dismissal Days.

### HOLIDAYS AND PRESCHOOL CLOSURES

- Please check the Eagle Wings school calendar.
- We follow the School District #79 Calendar.
- Eagle Wings is closed for a two-week Winter Break.
- Eagle Wings is closed for a two-week Spring Break.

#### **Snow Days or...**

If Chemainus Elementary Community School is closed for any functional reason,  
*so is Eagle Wings Preschool.*

Please listen to the local radio station, Sun 89.7 Juice FM, for up to date information.

**DO NOT EXPECT A PHONE CALL IF IT IS SNOWING - PLEASE LISTEN TO THE RADIO!**

In case of an unexpected and unpublicized closure, such as a power outage, the staff will make every effort to contact you by phone before you leave home.

***We will post closures on our Facebook site as soon as possible!***

See us on [chemainuscroftoncommunityschoolsassociation.com](http://chemainuscroftoncommunityschoolsassociation.com)





## Food and Clothing 6

### SNACK

- Teachers and children have snack (not lunch) together each day.
- We enjoy lunch with our small group of all day children.
- **If you have not already done so, please inform the staff of any food restrictions or sensitivities your child may have.**
- Please send one bottle of water (NOT juice or milk) with your child's name on it; this is to be taken home and cleaned at the end of each class.

### CLOTHING

- Your child will need to wear washable, comfortable clothing – we promise it will get dirty.
- Children need seasonal outdoor clothing for outside.
  - For rainy days: boots, raincoat;
  - for winter days: mitts, hat, warm outdoor clothes;
  - for spring and summer: a sun hat and sandals (**flip flops are not suitable as they are a tripping hazard**). \*Apply sunscreen at home as we are not permitted to apply it here.
- Please provide a complete change of clothing consisting of: extra shirt, pants, underpants, and socks; all in a bag which stays in child's back pack.
- Label ALL clothing/shoes and possessions, including snack kits and back packs, so they can be returned.
- Possessions not collected one week after the end of the year will be sent to the thrift store.



## **OUR TEACHERS**

Our programs are staffed by the following employees:

- Two Preschool Teachers who have Early Childhood Education (ECE) diplomas and licenses and are responsible for sharing the day-to-day implementation of the program.
- One of these teachers is also the Preschool Manager.
- One Preschool Teacher who has an ECEA or RA certificate and is certified to assist in a preschool class under the supervision of an ECE.
- Preschool Support Workers *may* be hired to assist certain preschoolers with specific challenges as they participate in our group. For the purposes of integration, the support worker works with all children in the preschool. The training and experience required for this position vary.

## **QUALIFICATIONS**

All employees must meet the minimum requirements including:

- Criminal Record Checks
- Reference checks
- Current first aid
- Confidentiality Agreement
- Job related education and professional development

## **ADMINISTRATION**

- Eagle Wings Preschool is part of the not-for-profit society and registered charity, Chemainus Crofton Community Schools' Association (CCSA), which is governed by a volunteer board of directors.
- The Coordinator and Bookkeeper/Office Manager of the CCSA are part of the Eagle Wings team and happy to assist you.
- The CCSA Association/Coordinator is licensee and responsible for the overall running of the preschool.
- Eagle Wings Preschool is held on Cowichan Valley School District # 79 grounds. The CCSA, and therefore Eagle Wings Preschool, work cooperatively with Chemainus Elementary Community School staff.

## **PRACTICUM STUDENTS**

- Occasionally, Eagle Wings accepts ECE practicum student teachers. Practicum students are subject to the same ministry requirements as all staff, including a criminal record check.



The word discipline comes from the word disciple, meaning to teach. Each child will be encouraged and supported to develop positive relationships and to learn social skills while practicing self-respect and respect for others.

#### **WHAT THE STAFF WILL DO TO GUIDE BEHAVIOUR:**

- Stand quietly watching while the children play: know the children.
- Observe the dynamics of child relationships e.g. sharing play dough
- Notice how a child copes with frustration e.g. falling blocks
- Watch for the difference between a child having an appropriate experience with an unfortunate result e.g. spilled paint, and an acute problem requiring help
- Intervene only when necessary e.g. "I see a problem...what can you do...yes. what else... encourage children to seek their own solutions
- Manage transitions and teach and practice transition habits; warning 5 minutes, tidy up transition cues, hand washing before snack etc.
- Model appropriate, respectful behavior at all times
- Promote the development of positive self-esteem and self-management
- Nurture children's understanding of group expectations
- Express affection and warmth in tone.

#### **STRATEGIES:**

- Redirect inappropriate behavior
- Give verbal and non-verbal directions
- Establish clear, consistent and simple expectations
- Give choices and responsibilities that are developmentally appropriate
- Practice deep listening when appropriate
- Set up stimulating learning and play opportunities.
- Allow children to experience consequences

Preschool is an opportunity for children to stretch and grow independently of their family unit. They can expand their social skills and learn emotional risk-taking and resiliency, problem solving and the dynamics of give and take.



## MEDICATIONS

- Please provide staff with written information of any medication your child may be taking, as we are required to know this, even if they are taking it at HOME NOT SCHOOL.
- If it is necessary for the preschool staff to administer prescription or non-prescription medications to your child, we must have certain information and comply with procedure, as follows:
  1. We require that the medication be provided in the original container
  2. We need a completed Medication Consent form including instructions for administering.
  3. We must keep all medication stored in a locked container.

## SNEEZES AND DISEASES

**We are not licensed to care for children when they are ill.**

As well as COVID-19 symptoms, which your child must be free from in order to attend preschool, there are other illness symptoms to be aware of. You will need to keep your child at home if your child:

- Has any contagious infection such as pink eye.
- Has (or had the night before) a fever over 100 degrees F/38 degrees C.
- Is vomiting or has diarrhea; or had recently
- Has a skin infection or an undiagnosed rash; especially on cheeks, hands, torso and feet.
- Is not feeling well enough to participate in one or more program activities including outdoor play.
- Has a persistent cough
- Has a runny nose. (Green, yellow or coloured are signs of illness)

## PLEASE NOTIFY THE SCHOOL IF:

- Your child has a highly communicable disease, such as chicken pox
- Your child is absent – Eagle Wings (direct land line) 250-416-5475 or 250-533-9851 (program mobile)

If your child becomes ill during the day, we will try to contact you. If you are unavailable, we will try to reach your emergency contact(s). If the medical situation becomes urgent, we will follow our emergency procedures.



### **MEDICAL EMERGENCY**

If your child is injured or becomes ill while at the preschool, three levels of procedures may be followed:

If minor first aid treatment is required, staff will:

- Provide first aid treatment
- Acknowledge child's feelings
- Provide supervision to ensure child does not require further first aid or medical attention as the day progresses
- Complete an incident report if necessary
- Inform adult who comes to pick up the child and follow up with parent as necessary.

If non-urgent medical attention is required, staff will:

- Get help from CCSA staff
- Contact caregiver/parent/guardian or the emergency contact
- Get help from medical personnel (public health nurse, child's doctor, emergency room physician)
- Get child (and health information, number) to a medical facility if required
- Complete an incident report
- Follow up with parent

If emergency medical attention is required, staff will:

- Stabilize situation with hurt child
- Call for help; CCSA staff and ambulance
- Administer first aid until ambulance attendants arrive
- Contact caregiver/parent/guardian or the emergency contact
- Accompany child to medical facility with medical information
- Complete an incident report

### **NATURAL DISASTERS**

- Fire, lockdown and earthquake drills are practiced regularly throughout the year in accordance with regulations.

### **CUSTODY/RESTRAINING ORDERS**

- We take appropriate precautions in these circumstances (see Custody & Access under Safety Regulations).



### CONFIDENTIALITY

- Records and other confidential information will not be disclosed to anyone other than the appropriate staff of Eagle Wings, CCSA, CECS or approved designate without consent of the parent or guardian.
- Verbal and written information about the child **will** be shared with the enrolling and non-enrolling parents/guardians unless otherwise agreed upon or ordered through the courts.
- Issues to do with employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Staff do not discuss sensitive issues in front of the children. Parents are requested to do the same.

### CUSTODY AND ACCESS

- If custody has not been legally determined, we may ask both parents to sign a written agreement confirming details.
- Legal documents will be followed at all times. In order for registration to be complete, these documents should be in the child's file prior to attending the program.
- If a custody or court order exists, a copy needs to be kept in the child's file. **Without** a current legal custody agreement or court order on file at the preschool, staff cannot deny access to the non-custodial parent. Staff will need reasonable proof and photo-identification to identify an unknown parent.

### AUTHORIZATION TO PICK UP CHILD FROM SCHOOL

- In accordance with licensing regulations, Staff are not allowed to release children into the care of a non-parent unless the parent has given written authorization.
- A person who is NOT already authorized on a child's registration form **will need written permission from the enrolling parent and photo identification**, in order to sign out the child. Without proper authorization, the child must remain with the staff and due process will be followed.

### SMOKING

- Chemainus Elementary Community School buildings *and grounds* are a non-smoking environment *at all times*.

### DOGS

- **Please do not bring your dog into the outdoor classroom/waiting area and play grounds.**



## **ALCOHOL /SUBSTANCE ABUSE**

We cannot withhold your child if you are under (or we suspect) the influence of alcohol or other substances. However, driving while under the influence of drugs or alcohol is against the law. As advocates for children and for their safety, should we find ourselves in a position of concern we may:

- Call the other enrolling parent/guardian or emergency contact and request them to pick up the child.
- Release the child to the parent/guardian and immediately contact the police.
- Fill out an incident report.
- Call the Ministry of Families and Children.

## **SAFETY FROM AGGRESSION**

- If a situation arises where there is a safety concern regarding the children, staff or families enrolled, staff will call the police for assistance. Restraining guidelines may be set in place. The Eagle Wings staff has the right to terminate the enrolment agreement for the participant immediately and without refund.

## **SUSPECTED CHILD ABUSE**

The Child, Family and Community Services Act states: that all children in the Province of BC "are entitled to be protected from abuse, neglect and harm or threat of harm." The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families Development (MCFD).

- All concerns will be documented with signature and date by staff.
- Reasonable attempts are made so that no one staff person is left alone with a child.

## **BOOSTER SEATS**

- If your child is driving from preschool with someone else, please make sure you have arranged for a booster seat to be provided.



**“Inclusion respects the child’s right to learn through play in (their) natural environment” (Ingrid Crowther, 2009, Inclusion in Early Childhood Settings)**

- At Eagle Wings Preschool we strive to create an inclusive child care setting where all children are given opportunities to be nurtured and grow in a holistic, warm and joyous environment.

**The BC Early Learning Framework (2019) states “Families have the most important role in contributing to children’s well-being and learning. (p.18)**

- Eagle Wings is a family centered program. We believe families, who have a unique relationship with their child, are the first teachers for that child.

### **Families Seeking Support**

- Some families have chosen to seek support from community resource people while others are not aware of supports that may be available to them.
- Eagle Wings staff are able to facilitate, with a family’s permission and request, the process of arranging a supportive family meeting to discuss the diverse needs of the child.
- Supported Child Development can provide all of us with guidance, equipment, staff training and financial assistance for support staff should it be needed.
- Eagle Wings will help with staffing, training, meetings to discuss progress, concerns and initiatives, and care plans.

The role of an early childhood educator is to reflect on the environment of care they are creating. Some questions may arise.

### **Inclusion and Well Being for the Individual**

- Are we able to provide the care required for the individual needs of the child?
- Is the learning environment equipped to ensure safety for the individual needs of this child?
- Are the necessary supports in place and do they show the social emotional needs of this child are being met?

### **Inclusion and Well Being for the Group**

- Are we applying an equitable standard of care regarding the needs of all our children?
- Is the learning environment equipped to ensure safety for all the children in the group?
- Are the social emotional needs of the group are being met appropriately?

Are all children, families and educators who make up the community of the centre being supported in a way that creates a positive, joyous and holistic environment where everyone feels safe, happy and at peace?



## Termination of Services 13

There may come a time when we are no longer able to answer positively to all these questions in the Inclusion Policy. Then we may suggest alternative arrangements for the high needs child to ensure that every child attending our centre is having their needs met. If we, as early childhood educators, are not able to uphold the principles of care that we set forth to provide for all our families, we reserve the right to end our care agreement. Prior to that, we will try all possibilities for support and give families adequate notice to connect with other centres in the community.

### **PREVENTIONS PRIOR TO TERMINATION**

Termination of services is a last resort measure. Before the staff determines they cannot continue to provide services to the child, steps will be taken to accommodate the child's needs. Such steps include:

- Working with the family to identify suitable supports, strategies and resources.
- Consulting with professional support personnel, such as a Consultant from the Supported Child Care Service.
- Requesting increased staffing through the Supported Child Care Service and the MCF.
- Referring to appropriate services for staff training or intervention with the child and/or family.

### **CONDITIONS FOR TERMINATION OF SERVICES**

- Delinquent fees for service without suitable arrangements for repayment.
- A family member harasses, threatens, abuses or commits a violent act towards staff, a child or another family involved in the program. If instructed by the R.C.M.P, a person being investigated will not be allowed on the school grounds.
- Unresolved, ongoing problems of late pick up with the family.
- The child's behavior is disruptive or physically threatening to the well-being and safety of other children or staff and additional supports to accommodate the child are unavailable or unsuccessful.
- In the event that termination of service is required, the staff will support the family to access other programs and resources.



### PROGRAM FEES

**Our fees are averaged over the 10-month year, including days off.**

Therefore, the months with holidays (December and March) cost the same as the months without holidays.

The full fee is due on or before the first of each month, *unless you make a special arrangement with the bookkeeper*. A late fee will be charged. Payments are taken at the time of registration and held for the last month of fees, usually June.

### DELINQUENT FEES

- Family finances can be accommodated. Please talk to our bookkeeper if you need to make a financial plan to: postpone payment, change the date of payment or create installment payments.
- Without a SIGNED financial plan, unpaid fees will mean that your child is not allowed to attend preschool.

### FEES PAYABLE

- Monthly payments are made to the CCSA bookkeeper by debit, credit, cheque, E-Transfer or post-dated cheques on file.
- Please make cheques payable to **CCSA**; the Chemainus Crofton Community Schools' Association. There will be a charge of \$25.00 for N.S.F cheques.
- **Receipts** will be issued in the name of the person making the payment and at the **end of the calendar year**.
- E-Transfer to [officeccsa@eagletree.ca](mailto:officeccsa@eagletree.ca)

### KEEPING FEES DOWN

- We depend on your fees to pay our high quality staff and buy supplies.
- Thank you for your support.

### REGISTRATION

- Registration opens for the following September at the end of January.
- Your payment, not your promise, holds a space for your child.
- We need your copies of child's immunization records, birth certificate, care card and custody documents if applicable.

### WITHDRAWAL

- Should you choose to withdraw your child we require a month's notice, **in writing**, before the **first day of the month**, before the child is leaving.

- If not done, you will be charged the fee for the next month. This is in effect whether or not your child attends during that last month.

### **REFUND POLICY**

Our costs are fixed and space is held for your child.

There are **NO** refunds of fees for the following reasons:

- Closures beyond the control of Eagle Wings Preschool, due to snow days, power outages and other emergencies;
- Scheduled professional development and training days for staff;
- Statutory and other holidays;
- Child absences due to illness, family vacations or personal reasons.

### **COVID REFUND POLICY**

- Should there a shutdown of our programs (staff illness outbreak, mandatory shutdown request) we will refund your un-used fees, via a mailed cheque, as soon as possible.
- Any new or continuing registrations are aware of COVID pandemic potential and must now follow regular withdrawal procedures should they, as a family, change their minds after the start of programs.
- Should a family have a change in circumstances that created a COVID threat to their family bubble (EG Someone developed an auto-immune disease) a written letter of explanation to the Eagle Wings Manager will excuse them and allow withdrawal without financial penalty.

### **AFFORDABLE CHILD CARE BENEFIT**

- Parents apply for this benefit. The paperwork includes a section for Eagle Wings to fill out. Coverage will vary depending on your personal situation.
- If you have a “Parent Portion” that the Ministry does not cover, you are required to pay it on or before the first of the month. To figure out the parent portion, you subtract the amount the ministry covers from our monthly fees, which tells you your amount owing to us.
- If you have not yet applied or not yet heard, you must pay the fees in the full amount until we receive your benefit payment. You will receive reimbursement from us when we receive the payment.
- **Please remember to apply for renewal of your subsidy one month before its expiry date;** the renewal process can take time.
- If your subsidy is discontinued for any reason, you are responsible for the fees in full.



Questions? Ideas? Please contact us!

**Thank-you for choosing Eagle Wings Preschool!**

Communication is the key to good relationships!



CHEMAINUS CROFTON COMMUNITY SCHOOLS' ASSOCIATION

3172 Garner Street, Chemainus, BC V0R 1K2

Head Office Portable A (Green on Garner)

[www.chemainuscroftoncommunityschoolsassociation.com](http://www.chemainuscroftoncommunityschoolsassociation.com)



Find us on Facebook!

**Our Contact Team:**

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**CCSA Office Manager:**

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**Early Years Manager Eagle Wings Preschool and StrongStart**

Lara White [earlyyears@eagletree.ca](mailto:earlyyears@eagletree.ca) 250-416-5475

**Eagle Wings does not (usually) take phone calls during program time.  
In case of emergency, please call the CCSA office, above.**